

Attachment 4 – Applicant Staffing Plan

The staffing plan includes six professional staff that ensures success in meeting the programmatic and fiscal requirements of the MIECHV program. The staff includes personnel with expertise in implementing, managing and monitoring evidenced based home visiting programs, offering training and technical assistance to LIA staff, quality assurance and continuous quality improvement, and fiscal monitoring and contract compliance.

0.20 FTE (In-Kind) MIECHV Program Director, Karen Foley-Schain, MA, MED, LCP

Primary Role: Oversight and day-to-day management of the MIECHV program. Plans and manages program development and implementation activities. Oversees program administration and budgeting, directs and supervises MIECHV staff, maintains contact with key individuals relevant to the implementation of the program, ensures consistency and quality of services, monitors program activities and assumes overall responsibility for monitoring the financial aspects of the MIECHV program with a primary focus on sub-recipient contracts. Qualifications include a Bachelor degree and ten (10) years of state level program administration. (Salary paid through State of Connecticut General Fund)

0.60FTE (In-Kind) MIECHV Program Manager, Catherine Lenihan, BA

Primary role: Coordinates quality assurance activities. Responsibilities include coordination of MIECHV program and fiscal staff, data collection, continuous quality improvement, technical assistance and training. Coordinates and tracks progress on the state implementation plan and timeline, monitors subcontractor performance through site visits and review of program reports, develops budgets and contracts, participates in state, regional and federal MIECHV meetings, coordinates trainings for the fatherhood programmatic area of emphasis, and provides coordination of the MIECHV program within the state funded PAT sites, and other duties as outlined in the job description. Qualifications include a Bachelor's degree, seven (7) years of professional employment in the health and/or human services field, a three (3) years of experience as a program manager. (Salary paid through State of Connecticut General Fund)

1 FTE Epidemiologist 2, Constance Heye. MPH

Primary Role: Responsibilities include data collection, analysis, tracking and reporting, dissemination of data, recommendations for continuous quality improvement, coordination and support for CQI plan at the state and local level. Develops data systems, provides data and benchmarks training, collect benchmark data, and data sharing with evaluator, local implementing agencies, and serves as liaison with national MIECHV data efforts. Qualifications include a Bachelor degree and five years (5) of experience performing related duties. (Salary paid through this MIECHV Grant)

1 FTE Primary Prevention Services Coordinator, Jennifer Wilder-Jackson, MSW

Primary Role: Monitoring programmatic activities and use of funds at the state level. Responsibilities include sub-recipient monitoring to ensure compliance with programmatic requirements and expectations, conducting site visits, receiving and reviewing subcontractor quarterly programmatic and financial reports and model fidelity, receives and reviews contractor quarterly financial reports. Qualifications include a Bachelor's degree, seven (7) years of professional employment in the health and/or human services field. (Salary paid through this MIECHV Grant)

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1 FTE Primary Prevention Services Coordinator, Ashley Murphy. MPH

Primary Role: Monitoring programmatic activities and use of funds at the state level.

Responsibilities include sub-recipient monitoring to ensure compliance with programmatic requirements and expectations, conducting site visits, receiving and reviewing subcontractor quarterly programmatic and financial reports and model fidelity, receives and reviews contractor quarterly financial reports. Qualifications include a Bachelor's degree, seven (7) years of professional employment in the health and/or human services field. (Salary paid through this MIECHV Grant)

0.20 FTE (In-Kind) Associate Fiscal Administrative Officer, Sarah Poulin, BA

Primary Role: Monitoring the use of funds; and provides technical assistance related to financial reports and budgets. Qualifications include a Bachelor's degree, seven (7) years of professional employment in the fiscal services and accounting. (Salary paid through State of Connecticut General Fund)

0.20 FTE (In-Kind) Family Support Services Program Director, Linda Harris, MSW

Primary Role: Assumes overall responsibility for monitoring the financial aspects of the MIECHV program with a primary focus on sub-recipient contracts. (Salary paid through State of Connecticut General Fund)